

## Curriculum Support Officer

### Albany Senior High School

<b>Position number</b>	00042247
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2021</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

#### Context

Information about Albany Senior High School is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

#### Key responsibilities

- Provide curriculum administrative support to the Principal, Deputy Principals and teaching staff, involving student and teacher timetables, grids, class structures and adjustments.
- Maintain a range of curriculum related databases, ensuring data integrity and generate reports in a timely manner.
- Extract and generate reports on educational measurement assessments, including the National Assessment Program – Literacy and Numeracy and Online Literacy and Numeracy Assessment.
- Undertake data transfers to internal and external stakeholders, including Reporting to Parents and Interim Reports.
- Provide rollout of data to staff for reporting, course specific individual reports, management of parent interview online booking system and subsequent mail out confirming appointments.
- Develop and maintain effective working relationships with internal and external stakeholders.
- Coordinate examination rosters, venues and supervisors for examinations, including Special Exam Conditions, and collate and distribute examination material.
- Coordinate student teacher/mentoring practicums across the school, as required.
- Coordinate and implement procedures for Parent-Teacher Online and subsequent Parent-Teacher interview days.
- Assist the Manager Corporate Services in coordinating the daily operations of school support staff to ensure administrative timelines are met.

- Provide training to school staff in administrative procedures and business management software.

### **Selection criteria**

1. Demonstrated ability to provide effective administrative support and input into the development, implementation and monitoring of business systems.
2. Demonstrated initiative and sound organisational skills with the ability to identify priorities and meet deadlines.
3. Demonstrated sound research, conceptual and analytical skills with the ability to provide innovative thinking in problem solving.
4. Demonstrated well developed computer skills, including the ability to create, operate, manipulate databases, spreadsheets and extract reports.
5. Demonstrated sound written, verbal and interpersonal communication skills with the ability to liaise with individuals at all levels and work effectively in a team environment.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

### **Certification**

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

### **ENDORSED**

Date            14 March 2022  
Reference    D22/0205024